

# Council Business Meeting

August 6, 2019

<b>Agenda Item</b>	City Administrator Performance Evaluation	
<b>From</b>	Kelly Madding	City Administrator
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## **SUMMARY**

The City Administrator has been employed by the City of Ashland for one year and it is time for a performance evaluation. The City Council is being asked to discuss the performance evaluation process.

## **POLICIES, PLANS & GOALS SUPPORTED**

N/A

## **PREVIOUS COUNCIL ACTION**

None

## **BACKGROUND AND ADDITIONAL INFORMATION**

The performance evaluation is proposed to consist of the following steps:

1. Evaluation instrument is distributed to the evaluators. In addition, the City Administrator will provide the City Council with a copy of her goals and accomplishments for the 2018-2019 period as well as goals for the 2019-2020 period. This will be done on August 7.
2. Evaluations returned to Tina Gray, Human Resources Director, estimated deadline August 12.
3. HR Director prepares a report summarizing the responses to be provided to the City Council and City Administrator.
4. Performance evaluation held in an Executive Session on August 19 (study session date).

## **FISCAL IMPACTS**

The discussion of the process will have no fiscal impacts.